



# Administration of the Child Care Assistance Program

## 2014-2015 Clay County and Tribal Child Care Plan

### Administration of the Child Care Assistance Program

The **Minnesota Department of Human Services (DHS)** is designated under Minnesota Statutes, chapter 119B as the lead state agency for supervision of county/tribal administration of the Child Care Assistance Program (CCAP). Minnesota Statute, section 119B.08, subdivision 3 requires counties to submit a biennial Child Care Plan to the commissioner. DHS will complete the review and approval of County Child Care Plans. Counties will receive approval letters for their Child Care Plans from the commissioner of DHS.

The Child Care Assistance Program rules and laws allow counties limited discretion to establish some local policies and procedures. These local policies and procedures, when included in this plan and approved by the Commissioner, are considered county policy and are used to support county agency decisions during appeals. **DHS encourages counties and federally recognized tribes to develop county optional policies for the Child Care Assistance Program in coordination with local child care stakeholders.** This may include regional Child Care Aware of Minnesota agencies, parent participants, employers, family and center based child care providers, community Head Start programs, schools, public health, community collaboratives, employment counselors, county social services, income maintenance, child support, fraud prevention and other interested governmental and private sector parties.

Minnesota Statute, section 119B.08 requires that counties make copies of their proposed state plan reasonably available to the public, including members of the public particularly interested in child care policies such as parents, child care providers, culturally specific service organizations, child care resource and referral programs (Child Care Aware), interagency early intervention committees, potential collaborative partners and agencies involved in the provision of care and education to young children, and allow sufficient time for public review and comment.

- All optional county/tribal Child Care Assistance Program policies must be identified in this plan.
- Do not answer questions by stating that the reviewer should refer to a previous plan.
- Submit only county created forms that have not been previously submitted and approved. DHS and MEC<sup>2</sup> standardized forms should not be submitted.
- Incomplete plans will be returned upon receipt.

A county may amend their Child Care Plan at any time, but the commissioner must approve the amendment before it becomes effective. If approved by the commissioner, the amendment is effective on the date requested by the county unless a different effective date is set by the commissioner. Plan amendments must be approved or denied by the commissioner within 60 days after receipt of the amendment request.

**Minnesota Rules, part 3400.0150, subpart 3**

Amendments include changes in county contacts, county optional policies, new or revised forms and notices. Amendments can be sent in letter form or emailed to the CCAP technical assistance liaison.

**The effective date of the 2014 - 2015 Child Care Plan is January 1, 2014.**

Return completed plans by **Monday, September 9, 2013** to:

DHS.CCAP@state.mn.us



# Administration of the Child Care Assistance Program

## I. Child care assistance program contacts

### A. County agency

COUNTY NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER
Clay	218-299-5200		218-299-7515
AGENCY'S FULL NAME			CCAP INTAKE PHONE NUMBER EXTENSION
Clay County Social Services			218-291-5770
MAIN OFFICE STREET ADDRESS	CITY	ZIP CODE	
715 11th Street North, Suite 102	Moorhead	56560	
MAIN OFFICE MAILING ADDRESS (if different)	CITY	ZIP CODE	

### B. County branch (if applicable)

BRANCH NAME	GENERAL PHONE NUMBER	EXTENSION	GENERAL FAX NUMBER	CCAP INTAKE PHONE NUMBER	EXTENSION
ADDRESS OF BRANCH OFFICE	CITY	ZIP CODE			

### C. Agency contact people

This contact information is required to be completed and will be used by DHS staff to communicate with counties.

#### 1. County CCAP administrative contact

This person(s) will be the primary contact for DHS CCAP.

<input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME	LAST NAME	
	Larry	Young	
TITLE	PHONE NUMBER	EXTENSION	FAX NUMBER
Financial Assistance Supervisor II	218-299-7111		218-299-7106
EMAIL ADDRESS	SIR EMAIL ADDRESS		
larry.young@co.clay.mn.us	x114561@cty.dhs.state.mn.us		
ADDRESS	CITY	ZIP CODE	
715 11th Street North, Suite 102	Moorhead	56560	

## 2. County client access contact

Include a lead person or multiple people that have contact with CCAP clients in your county.

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME Larry	LAST NAME Young
TITLE Financial Assistance Supervisor II	PHONE NUMBER 218-291-5770	EXTENSION  FAX NUMBER 218-299-7106
EMAIL ADDRESS larry.young@co.clay.mn.us	SIR EMAIL ADDRESS x114561@cty.dhs.state.mn.us	
ADDRESS 715 11th Street North, Suite 102	CITY Moorhead	ZIP CODE 56560

## 3. Management of waiting list contact

Identify the waiting list contact person in your county. The waiting list contact person identified should be responsible for maintaining the county waiting list, including being able to respond to the state's questions about particular families reported on the waiting list. If more than one person is responsible for maintaining the county waiting list, identify one person that can be contacted by state staff for the agency.

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms.	FIRST NAME Fran	LAST NAME Ladwig
TITLE Financial Assistance Specialist	PHONE NUMBER 218-299-7081	EXTENSION  FAX NUMBER 218-299-7106
EMAIL ADDRESS fran.ladwig@co.clay.mn.us	SIR EMAIL ADDRESS x114521@cty.dhs.state.mn.us	
ADDRESS 715 11th Street North, Suite 102	CITY Moorhead	ZIP CODE 56560

## D. Subcontracted services

Counties may contract with an agency to administer all or part of their Child Care Assistance Program. If your county has a contract with another agency for the administration of any portion of your CCAP program, complete the following information. Do not include cooperative agreements with employment and training service providers that work with MFIP/DWP families to develop and approve the employment service plan.

Minnesota Rules, part  
3400.0140, subpart 7

If you are planning any changes in the administration of your county CCAP program, notify your county liaison immediately. This could involve subcontracting or clustering of counties. Failing to notify DHS may delay the changes that you are planning to make.

**A signed copy of the current contract must be included when submitting this County Child Care Plan.** If your county renews a contract or enters into a new contract between January 1, 2014 and December 31, 2015, forward a signed copy of that contract to your county technical liaison. DHS must retain copies of all signed contracts for audit purposes.

### 1. Subcontracted program components

Identify the CCAP components which have been subcontracted.

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### 2. County worker responsible for administration of the subcontract/agreement between the county agency and the subcontracted agency

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>		
TITLE <input type="text"/>	PHONE NUMBER <input type="text"/>	EXTENSION <input type="text"/>	FAX NUMBER <input type="text"/>	
EMAIL ADDRESS <input type="text"/>		SIR EMAIL ADDRESS <input type="text"/>		
ADDRESS <input type="text"/>	CITY <input type="text"/>	ZIP CODE <input type="text"/>		

### 3. Administrative contact in subcontracted agency

NAME OF SUBCONTRACTED AGENCY <input type="text"/>				
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>		
TITLE <input type="text"/>	PHONE NUMBER <input type="text"/>	EXTENSION <input type="text"/>	FAX NUMBER <input type="text"/>	
EMAIL ADDRESS <input type="text"/>				
ADDRESS <input type="text"/>	CITY <input type="text"/>	ZIP CODE <input type="text"/>		

### 4. Client access contact in subcontracted agency

NAME OF SUBCONTRACTED AGENCY <input type="text"/>				
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	FIRST NAME <input type="text"/>	LAST NAME <input type="text"/>		
TITLE <input type="text"/>	PHONE NUMBER <input type="text"/>	EXTENSION <input type="text"/>	FAX NUMBER <input type="text"/>	
EMAIL ADDRESS <input type="text"/>				
ADDRESS <input type="text"/>	CITY <input type="text"/>	ZIP CODE <input type="text"/>		

## 5. Intake phone number for subcontracted agency

Identify a public phone number that can be issued for CCAP intake at the subcontracted agency. This contact number will be posted on the DHS website.

PHONE NUMBER

## II. Eligibility

### A. Education plans under the Basic Sliding Fee Program (BSF)

- 1a.** Describe your county policy and procedures for approving an acceptable course of study that will reasonably lead to full-time employment for a student applicant under the BSF program.

Minnesota Rules, part  
3400.0040, subpart 12

Clients will complete the Clay County Employment Assessment and with the financial workers will complete the Clay County Education for Employment Plan. The county representative will make a determination if the course of study or training program will reasonably lead to full time employment opportunities. The county will look at the local job market, and also be aware of what the consumer is saying what the potential job that they are looking for to make sure it is appropriate in the area. We will also discuss with the client that if they are looking for a particular job, and there is not that type in the area, are they willing to relocate. We will communicate with parents and providers if child care is either under or over authorized due to flexible schedules.

- 1b.** Identify the contributing factors that determined the above policy.

The county believes any course of study or training program that leads to employment meets the criteria of a child care assistance program activity.

- 2.** Is your county policy for approving and extending child care assistance for participants whose education programs change the same as the initial approval policy stated in A1a?

Minnesota Rules, part  
3400.0040, subpart 15

☒ Yes ☐ No

### B. Basic Sliding Fee Waiting List Management

#### 1. Priorities for Service

Has your county established sub-priorities for the fifth priority Basic Sliding Fee Child Care Assistance waiting list beyond those required in Minnesota Statute, section 119B.03, subdivision 4?

Minnesota Statute,  
section 119B.03,  
subdivision 4

☐ Yes ☒ No

#### 2. Six Month Review of Basic Sliding Fee Waiting List

**2a.** Minnesota Statute, section 119B.03, subdivision 2 requires that counties review and update their waiting list at least every six months. Does your county review and update the waiting list:

- ☒ Six months or less from the date each individual family is added to the waiting list.  
☐ All families reviewed and updated at the same time at least every six months.  
☐ Other.

2b. Describe your county process for reviewing and updating the waiting list. Include:

- 1) How families are notified of the six month review,
- 2) How the county manages families that do not respond to this review,
- 3) If families are removed from the waiting list, how are they informed of this action?

1. Cover letter along with a redetermination is sent to the family
2. Families that do not respond to the review are removed from the waiting list.
3. The cover letter explains that we must review their status to remain on the waiting list. The letter informs them they must complete the review and return to the county by a certain date. Failure to do so will result in the removal from the waiting list.

### 3. Applications that are mailed to families on the basic sliding fee waiting list

Counties send out applications to families on the waiting list when there is funding available to add the family to the Basic Sliding Fee Program. At what point does your county remove the family from the waiting list?

- ☐ Family is removed from the waiting list when the application is sent to the family. The notice sent with the application informs the family that their name has been removed from the waiting list.
- ☒ Family is removed from the waiting list when the county receives the completed application. If no application is received, the family is removed at the end of the time period allowed for returning the application. The notice sent with the application informs the family that their name will be removed if no application is received.
- ☐ Other.

### 4. Temporarily ineligible families on the basic sliding fee waiting list

Minnesota Rules, part 3400.0060, subpart 6 requires that when a family advances to the top of the county's waiting list and is temporarily ineligible for child care assistance, the county shall leave the family at the top of the waiting list for a period of time not to exceed 90 calendar days, according to priority group and serve the applicant who is next on the waiting list unless an alternative procedure is provided in the county's plan. Does your county have an alternative procedure for temporarily ineligible families who reach the top of the waiting list, other than leaving the family at the top of the waiting list for up to 90 calendar days according to priority group and serving the applicant who is next on the waiting list?

Minnesota Rules, part  
3400.0040, subpart 17

Minnesota Rules, part  
3400.0060, subpart 6

- ☐ Yes ☒ No

## C. Child care for job search activities

1. When your county authorizes child care assistance during job search activities for families without an approved employment plan, is it your county policy to:

- ☒ Authorize the number of hours requested by the participant
- ☐ Authorize a standard number of hours **determined by the county.**

Minnesota Rules, part  
3400.0040, subpart 15a

2. Does your county verify the actual number of hours spent on job search? ☐ Yes ☒ No

## D. Child care for school release days

What directive is typically given to case workers and billing workers when authorizing care for school release days?

CCAP Policy  
Manual 9.1

- ☐ Authorize actual hours needed and increase or decrease hours based on known school release days.
- ☐ Authorize the hours care is needed when there are no school release days.

- ☒ Authorize the highest number of hours care is needed with the provider.
- ☐ More than one of the above.
- ☐ None of the above.

## E. Child care for families with flexible schedules

What directive is typically given to case workers and billing workers when authorizing care for families with flexible schedules?

**CCAP Policy  
Manual 9.1**

- ☐ Authorize the typical number of hours needed and when the schedule requires additional care, the provider bills for the additional care. Case Notes entered to allow for payment of additional hours.
- ☐ Authorize the minimum number of hours care is needed and when the schedule requires additional care, the provider bills for the additional care. Payment is made by increasing the number of hours listed in the "total hours of care authorized" field on the billing window or by creating a new Service Authorization.
- ☒ Authorize the highest number of hours care is needed with the provider. The provider is expected to bill only for the time that care is needed.
- ☐ More than one of the above.
- ☐ None of the above.

## F. Case Transfers

1. Does your county do early acceptance of cases transferred from other agencies? ☒ Yes ☐ No

Under what circumstances do you accept cases earlier than required?

MFIP cases that require employment services.

2. When a family moves to another county, do you send the paper file to the new county? ☒ Yes ☐ No

## III. Health and safety

### A. Unsafe care criteria

Minnesota Statute, section 119B.125, subdivision 2, contains the criteria that prevent a person from being authorized as a legal nonlicensed family child care provider. As of August 1, 2012 the background study requirements for legal nonlicensed providers are aligned with the background study requirements for a licensed family child care provider as found in Minnesota Statutes, chapter 245C. Minnesota Statute, section 119B.125, subdivision 4, however, also allows counties to deny authorization to any provider, or to rescind an authorization of any provider, when the county knows that the provider or the care arrangement is unsafe.

**Minnesota Statute,  
section 119B.125,  
subdivision 2**

**Minnesota  
Statutes,  
chapter 245C**

If your county applies additional conditions beyond those found in Minnesota Statute, section 119B.125, subdivision 2, under which a legal nonlicensed provider or legal nonlicensed care arrangement will be determined to be unsafe, list these conditions below. These conditions cannot conflict with the criteria in Minnesota Statute, sections 245C.14 or 245C.15, subdivision 2, by providing that a conviction for a crime or offense not listed in that subdivision is an automatic bar to authorization as a legal nonlicensed family child care provider. Instead, a conviction for a crime or offense not listed in Minnesota Statute, sections 245C.14 or 245C.15, may constitute unsafe care, and therefore bar authorization, only when the conviction reflects on the provider's ability to provide care.

1. Does your county apply additional conditions of unsafe care beyond those contained in Minnesota Statute, sections 245C.14 or 245C.15, to legal nonlicensed providers or legal nonlicensed care arrangements?  
☐ Yes ☒ No
2. Does your county apply the above unsafe care criteria to licensed providers as well as legally nonlicensed providers?  
☐ Yes ☒ No

## B. Records of substantiated parental complaints

1. Describe your county's process for substantiating parental complaints concerning the health and safety of children in the care of legal nonlicensed providers.

Clay County keeps a log of complaints concerning the health and safety of children in the care of legal nonlicensed providers. If there is a parental concern regarding neglect on a provider it is sent into to child protection. They then determine if it is something they will screen in our not. If it is screened in then the child protection worker, and the licenser will investigate the complaint. If it is screened out by child protection the licensors from the county will still investigate the situation and determine if it a concern and then will file the appropriate paperwork. Either way there will be a follow up from our licenser to the provider to look into this complaint.

2. How does your county:
  - a. Maintain these records of substantiated complaints, and
  - b. Make this information available to the public when requested?

Minnesota Rules, part  
3400.0140, subpart 6

Minnesota Statutes,  
chapter 13

1. The county keeps a complaint log of substantiated complaints and a copy of the substantiated complaint is kept in the provider file.
2. When the county received a request the county will give the information over the phone, or if they request, the county will supply the information in writing

## IV. Special needs rates

If charged by the provider, counties shall reimburse providers for the care of children with disabilities or special needs, at a special needs rate for care of these children subject to the approval of the commissioner of DHS.

Minnesota Statute,  
section 119B.13,  
subdivision 3

Minnesota Rules,  
part 3400.0130,  
subpart 3

Rates paid for the care of children with special needs are allowed to exceed county maximum rates. Requests for individual special needs rates are submitted by the county and approved by DHS. Refer to 9.54 of the CCAP Policy Manual for more information about the special needs rate approval process. When an individual special needs rate is approved, it is considered an amendment to the county plan. Counties are no longer being asked to submit a list of special needs rates for individual children with this plan.

### A. Special Needs Rates for Children in At-Risk Programs

Counties may choose to pay special needs rates to certain populations defined as “at-risk” in your County Child Care Plan. The county must have DHS approval for these rates to be paid. At-risk means environmental or familial factors exist that could create barriers to a child’s optimal achievement. If your county has chosen to pay special needs rates for specialized care to identified at-risk populations, include information for each facility that provides specialized services. If you have a contract with the identified facilities, submit the contract as an attachment to this plan.



County identified at-risk population group	Facility name	Rate by age category	Rate schedule	Begin date	Documentation that supports the approved rate that is on file from the provider	Documentation in the file that supports that the child is included in the at-risk population

If this information changes, including additional population groups identified by your county, new facilities, or a proposed change in rates paid, DHS must approve the change. Submit a request to amend your county plan. This information will be used during case audits.

## B. Special needs rates for care of sick children

Special needs rates for care of sick children apply to rates charged above the county maximum by a provider that cares for sick children.

Minnesota Rules, part 3400.0110, subpart 8

1. Identify the provider type, rate(s) approved, rate schedule and the approved rate begin date for each special need rate currently paid above the county maximum when care is for a sick child. **Do not attach client-specific information to this plan.**

Provider type	Rate by age category	Rate schedule	Approved rate begin date

2. Does your county have a county specific process for approving rates paid for the care of sick children?

☐ Yes ☒ No

## V. Payment policies

### A. Payment to two providers when a child is sick

When a child is sick and being cared for by a second provider, does your county pay both the regular provider that charges an absent day if the child has not reached the absent day limit and the second provider that is caring for the child?

Minnesota Rules, part 3400.0110, subpart 8

☒ Yes ☐ No

**Note:** If the rate charged for care of sick children exceeds county maximum rates, the county "rates for care of sick children" must be included in the special needs rates section of this plan.

### B. Background checks for legal nonlicensed providers

CCAP requires that counties complete a criminal background study on all legal nonlicensed child care providers and persons residing in their households. Refer to Minnesota Statute, section 119B.125; Minnesota Statutes, chapters 245C and 245A.

Minnesota Statute, section 119B.125

Minnesota Statutes, chapter 245C

Minnesota Statutes, chapter 245A

1. Does your county charge a fee to unlicensed providers for the costs involved when completing the required criminal background check?

☒ Yes ☐ No

How much does your county charge for the required background check?

☒ per family \$ 25.00 ☐ per person

2. How often does your county reauthorize providers?

☐ Yearly ☒ Every Two Years ☐ Other

3. Does your county request background information from other counties when a provider is registered in another county?

☐ Yes ☒ No

## C. Provisional payment of legal nonlicensed providers

Does your county issue provisional authorization and payment to legal nonlicensed providers during the time necessary to receive and review the results of the statutorily required criminal investigation and determine whether to give final approval to the provider?

☐ Yes ☒ No

Minnesota Rules, part  
3400.0120, subpart 2

Minnesota Rules, part  
3400.0110, subpart 2a

## D. Submission of invoices

Minnesota Statute, section 119B.13, subdivision 6 states that if a provider has received an authorization of care and been issued a billing form for an eligible family, the billing form must be submitted to the county within 60 days of the last date of service on the billing form.

Minnesota Statute, section  
119B.13, subdivision 6

A county may pay a bill submitted after this 60-day limit if the provider shows good cause for the delay. Counties must define good cause in their child care plans and this definition must include county error. A county cannot pay a bill submitted more than one year after the last date of service.

1. What is your county's **definition of good cause** for delay in submitting a billing form? County error must be included in this definition.

The circumstances beyond a providers control which prohibits the provider from submitting their billing to the county within 60 days of the last day of service. Examples of circumstances beyond the providers control are, but not limited to: Illness of the provider, injury of the provider, death of the provider/family member. Delays caused by agency will not stop payment to the provider.

2. Identify any circumstances when a provider signature is not needed on a billing form.

If the provider is unable to sign due to death, illness or other circumstance approved by the county. Providers participating in the MEC2 PRO System are exempt from the signature requirement.

3. Does your county require the parent signature on the voucher? ☐ Yes ☒ No

## E. Underpayments

When your county determines that you have underpaid a provider, do you make corrective payments? ☒ Yes ☐ No

## F. Absent day policy

If a licensed child care provider or a license-exempt center has a written policy for child absent days that applies to all children in care, CCAP may reimburse absent days within the limits set in Minnesota Statute, section 119B.13, subdivision 7. Legal nonlicensed family child care providers must not be reimbursed for absent days. Children in families may exceed limits if at least one parent: (1) is under the age of 21; (2) does not have a high school or general equivalency diploma; and (3) is a student in a school district or another similar program that provides or arranges for child care, parenting support, social services, career and employment supports, and academic support to achieve high school graduation, upon request of the program and approval of the county.

**Minnesota Statute,  
section 119B.13,  
subdivision 7**

If your county has currently approved child care facilities that meet these requirements, list those facilities and provide requested information regarding the approval process.

Facility name	Facility provider number	Specific criteria that qualifies facility	How are these requests reviewed by your county/tribe?

## VI. Program integrity

**A.** One of the most successful tools in attaining and maintaining high payment accuracy is a good case management review system. Case management reviews can help to determine root cause(s) of errors and therefore identify specific areas needing corrective action, such as policy clarification, refresher training, changes in office procedures, improved case record documentation, etc.

There are a number of different approaches to case management reviews. For example a full case review would encompass all aspects of a family's CCAP case information and/or a child care provider's information. A targeted review is focused on specific elements within a case, a specific policy or error prone areas.

1. Does your county conduct case management reviews of CCAP cases? ☐ Yes ☒ No
2. Does your county conduct case management reviews of CCAP child care provider files? ☐ Yes ☒ No
3. If you answered "yes" to numbers 1 or 2, does your agency complete full reviews, targeted reviews, or both? (Counties must submit their case review protocols (process) and forms if using their own instead of the DHS Case Management Review protocol and forms. Attach this information when you submit your plan.)

Case Reviews: ☐ Full reviews ☐ Targeted reviews ☐ Both

Provider Reviews: ☐ Full reviews ☐ Targeted reviews ☐ Both

4. What percentage of CCAP cases and child care providers are reviewed?

Case Reviews:  % ☐ Month ☐ Quarter ☐ Other

Provider Reviews:  % ☐ Month ☐ Quarter ☐ Other

5. Describe your county's process for each of the following. If completing both "Full" and "Targeted" reviews, describe the following factors for each type of review separately:
  - a. Selecting files to be reviewed,
  - b. Conducting the reviews,
  - c. Listing the forms used in the review process, and
  - d. Resolving errors, if any, found during the reviews.

We are currently not doing supervisor reviews. We now have two supervisors which will allow us to do more reviews so that is the plan in the near future. We started case banking in November 2010. Each case is handled by different worker each time an action is needed. We are finding that this case processing system is finding errors on all cases that are worked on.

## B. Provider rates

Does your county enter provider rates on MEC?? ☒ Yes ☐ No

## VII. Other county responsibilities

- A. Describe your county methods for providing information on the availability of child care assistance to individuals, child care providers, social service agencies, local news, etc. to ensure families are aware of the availability of the assistance.

Minnesota Rules, part 3400.0140, subpart 2

Information on the availability of child care assistance to individuals is provided to each applicant for child care by the financial worker. In addition, all applicants for public assistance are given information on child care assistance by the financial worker. Child Care Resource and Referral provides information through the local new media.

- B. Describe ways that your county collaborates with other community based programs and service providers to maximize public and private community resources for families with young children. Include in this description the methods used to share information, responsibility, and accountability among the identified service and program providers as you work to facilitate transition of these children into kindergarten.

Minnesota Statute, section 119B.08, subdivision 3 (1)

Head Start assists kids in transition into Kindergarten. Solutions Mental Health Agency, with the incredible Years model of child/family intervention for children with mental and behavior issues. Solutions also provides individual services to children in child care that have behavioral concerns if requested to assist the family and provider in stabilizing child. Moorhead Public Schools has adopted the Incredible years model and works with Solutions to continue the intervention in Kindergarten, training of staff working with the children in the appropriate and consistent in working with the child and family in a consistent manner. Moorhead Schools has also dedicated funds to continue training school staff now for 1st grade then 2nd grade etc. to follow these children with a consistent delivery of service.

-EIS (early intervention services) is available for young children with identified developmental and emotional needs.  
 -Releases of information would be the method of ability to communicate between partners.  
 -Wrap Around and Family Group decision making services are available through the County Collaborative for all families, as well as respite funds for some families in Head Start, and families with young children services by Public Health.

- C. Identify any other county policies that apply to the Child Care Assistance Program which are not specifically required by state or federal rule or law.

Minnesota Rules, part 3400.0140, subpart 1

Minnesota Rules, part 3400.0150, subpart 2

None

- D.** Minnesota Statute, section 119B.08 states that the county and designated administering agency shall submit a biennial child care plan which includes a description of procedures and methods used to make copies of the proposed plan reasonably available to the public and allow sufficient time for public review and comment prior to submission of this plan to DHS for approval. Describe procedures and methods that were used by your county to make copies of this plan reasonably available to the public and the time that was allowed for public review and comment.

Public notice is published in the largest regional newspaper and the official county newspaper inviting citizens to review and comment on the plan. Copies of the plan are located at our office and available for public review and comment.

- E.** List below and attach any **new and/or amended** county forms, agreements/contracts or other written documents and materials that have not been previously approved or standardized through MEC<sup>2</sup> that are used in your county for the administration of the Child Care Assistance Program. All county forms and documents must comply with current statute, memos, bulletins, and the CCAP Policy Manual. Submit only the items that have not been previously submitted and approved. If a county policy handbook is submitted, only those unapproved sections that are not found in the CCAP Policy Manual, MEC<sup>2</sup> User Manual, "Do You Need Help Paying for Child Care" (DHS-3551), and the "CCAP Child Care Provider Guide" (DHS-5260) will be reviewed. Forms standardized through MEC<sup>2</sup>/DHS do not need to be submitted.

Note: Refer to the DHS memo announcing this plan for a list of DHS created documents that are required for CCAP. Counties should use the DHS required documents that are listed. We encourage use of the other DHS documents.

No new Documents

- F.** Does your county post your approved County Child Care Plan on your county website?

☒ Yes ☐ No

PROVIDE THE WEB ADDRESS WHERE IT CAN BE FOUND

www.co.clay.mn.us

## VIII. County assurances

By checking the designated boxes below in items A and B, the county assures compliance with applicable consumer and provider education requirements. It is not necessary for the county to attach copies of this material to this plan.

- A.** The county is informing parents about the following as required under Minnesota Rules, part 3400.0035, subpart 1.

- The documentation necessary to confirm eligibility for CCAP
- Waiting list information
- Application procedures

Use of [DHS-5367](#) "Parent Acknowledgement When Choosing a Legal Nonlicensed Provider" assures compliance with the following:

- Families rights and responsibilities when choosing a provider

Use of [DHS-3551](#) "Do You Need Help Paying for Child Care?" assures compliance with the following:

- Federal and state child and dependent care tax credits
- Earned income credits
- Other services for families with young children
- Child care resource and referral services
- Child Care Assistance Program eligibility requirements
- Family copayment fees and how computed
- Information about how to choose a provider
- Availability of special needs rates
- The family's responsibility for paying provider charges that exceed county maximum payments in addition to the family copayment fee; and
- The importance of prompt reporting of a move to another county to avoid overpayments and to increase the likelihood of continuing benefits.

☒ **County assures compliance**

**B. The county is distributing the following required information to registered legal nonlicensed providers:**

Distribution requirements may be accomplished by giving the materials directly to the provider, or to the parent and establishing a method to ensure that the provider receives the material. Minnesota Rules, part 3400.0140, subpart 5.

Use of [DHS-5192A](#) "Health and Safety Resource List for Parents and Legal Nonlicensed Providers" assures compliance with the following:

- Child immunization requirements
- Child nutrition
- Child protection reporting responsibilities
- Health and safety information
- Child development information; and
- Referral to child care resource and referral agency

☒ **County assures compliance**

**SUBMIT BY E-MAIL**